

Instructions for Downloading Application Information and Submitting Applications on-line.

Please review these instructions thoroughly as they have changed significantly from previous years.

Applications **must** be submitted to the AGRPC electronically on-line using the following process:

- Step 1 - Download the Application files.
- Step 2 - Complete the Application Cover Sheet.
- Step 3 - Submit the Application, Budget and signed Application Cover Sheet.

To complete the steps above, your computer system must have the following:

- **Internet access**
- **Adobe Acrobat Reader**

If you have technical difficulties during this process, please contact the AGRPC Administrator during regular business hours.

1. Access the AGRPC solicitation web page at:

<https://tinyurl.com/AGRPC-2018>

Click on and review the Overview, Eligibility, Financial, Contact and Files tabs:

The screenshot shows a web browser window displaying the eCIVIS Arizona Sub Recipient Portal. The page title is "Arizona Sub Recipient Portal" and the subtitle is "Arizona Grain Research and Promotion Council - FY19". A red arrow points to a checkmark icon next to the title. Below the title, there are five tabs: Overview, Eligibility, Financial, Contact, and Files. The Overview tab is selected. The Overview tab displays the following information:

ID:	AGRPC19-1
Title:	Arizona Grain Research and Promotion Council - FY19
Application Start Date:	05/25/2018
Application End Date:	08/13/2018
CFDA:	N/A
Reference URL:	https://agriculture.az.gov/grants

Summary:

AGRPC Grant Program

The Arizona Grain Research and Promotion Council ("AGRPC") has established a Grant program to assist Arizona grain producers in identifying solutions to production issues. All research findings, abstracts, and reports resulting from funds awarded through this grant process shall be made available to Arizona grain producers through the AGRPC. The AGRPC is exempt from the provisions of Title 41, Chapter 24, Arizona Revised Statutes, relating to grants pursuant to A.R.S. § 41-2706(B)(6) and instead awards grants according to the competitive grant solicitation requirements of A.A.C. R3-9-205.

* eCivis Inc. is not responsible or liable for user-generated content.

https://gncivis.com/GO/gn_redir/T/0mbmnnjpbaw

eCivis - Grants Network | eCivis Portal | Login

File Edit View Favorites Tools Help

Convert Select

eCIVIS
Your tools for grants success.

Home

Arizona Sub Recipient Portal

Arizona Grain Research and Promotion Council - FY19

Apply

Overview Eligibility Financial Contact Files

Eligible Applicants:

- Local Government
- Academic Institutions
- Consortia
- Native American Tribe
- Non Profits
- Private Sector
- Schools/School Districts
- State Government

Eligibility Notes:

Eligible applicants are listed to the left.

Individual applicants (not part of a public agency or private entity) must provide documentation of lawful presence in the United States, pursuant to A.R.S. § 1-502 and 8 U.S.C. § 1621.

An applicant that is an employer must provide proof that it is registered with and participating in the e-verify program.

* eCivis Inc. is not responsible or liable for user-generated content.

https://gncivis.com/GO/gn_redir/T/0mbmnnjpbaw

eCivis - Grants Network | eCivis Portal | Login

File Edit View Favorites Tools Help

Convert Select

eCIVIS
Your tools for grants success.

Home

Arizona Sub Recipient Portal

Arizona Grain Research and Promotion Council - FY19

Apply

Overview Eligibility Financial Contact Files

Funds Available:	N/A (min)	\$75,000.00 (max)
Award Amount:	N/A (min)	N/A (max)
Number of Awards:	N/A	
Average Award Size:	N/A	
Matching Required:	No	

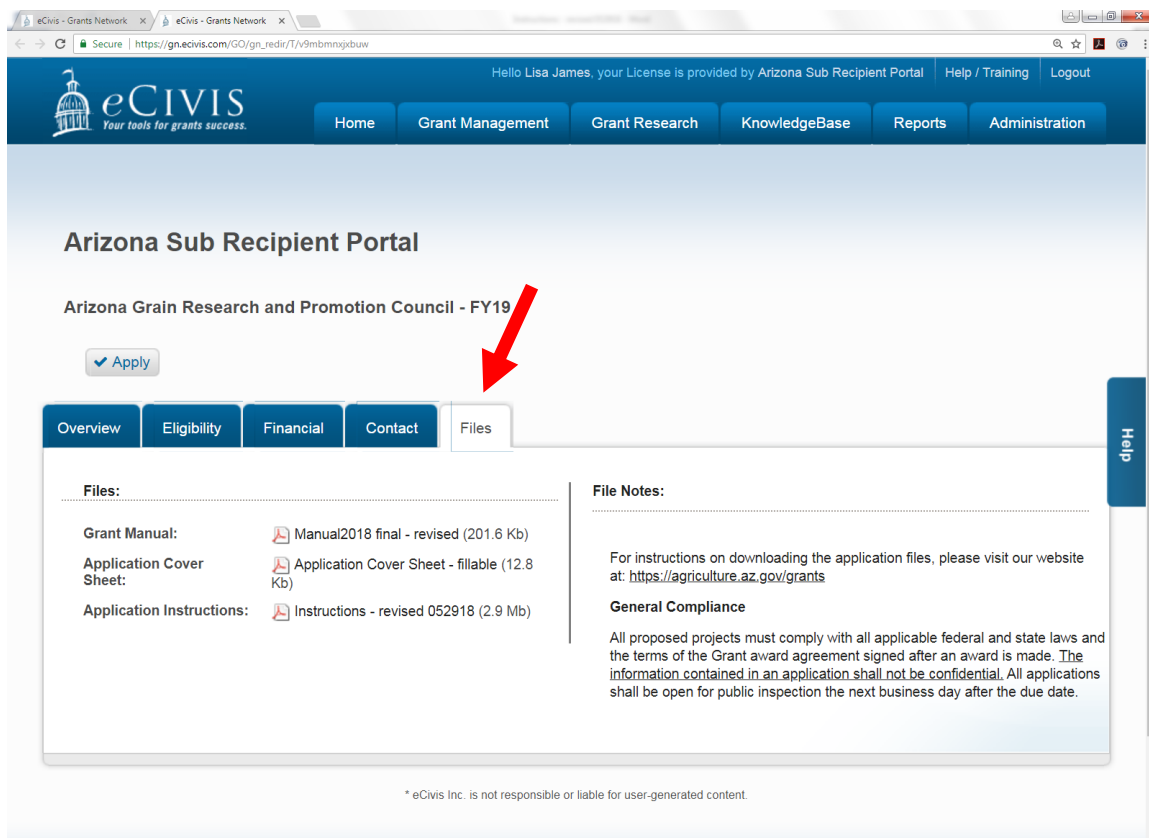
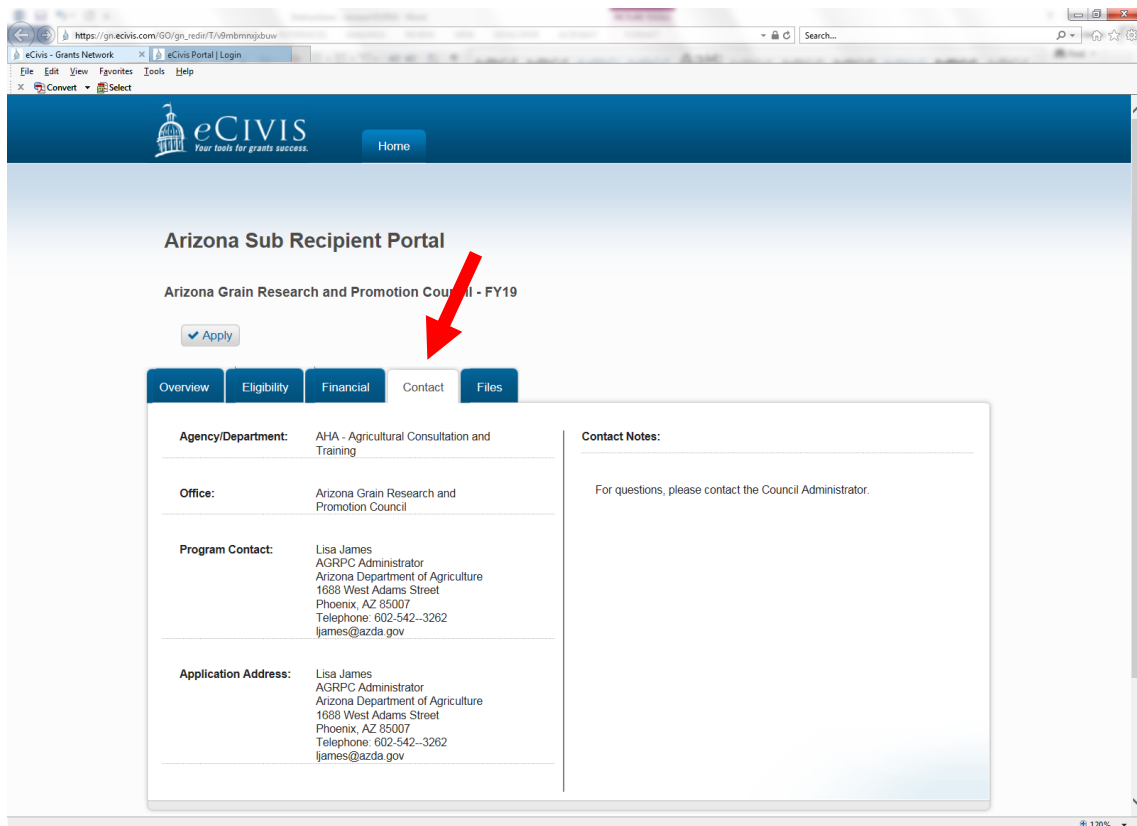
Financial Notes:

Funding Source

Funds for the AGRPC grants are available primarily from assessments on the seed of barley and wheat of all classes produced in Arizona for use as food, feed, or seed or produced for any industrial or commercial use imposed pursuant to A.R.S. § 3-587 and A.A.C. R3-9-202.

For this grant cycle, approximately \$75,000 is available for the AGRPC grants. The AGRPC may award grants for multiple year projects. AGRPC may also award multiple grants from these funds contingent upon the availability of funds at the time of award. The AGRPC expects to issue Grant awards in August of 2018.



* eCivis Inc. is not responsible or liable for user-generated content.



Note: These are general instructions based on the use of Windows 7 Professional as the operating system and Internet Explorer as the browser. The use of a different operating system and/or browser other than Internet Explorer, i.e. Google Chrome or Firefox may vary the process of saving or downloading files to your computer.

At the Files tab, download and save the PDF files to your computer:

Download and save the  PDF files using the following steps:

- a. Click on the file link to open the file.
- b. Click on “File” in the upper left menu bar.
- c. Click on “Save As” in the drop down menu.
- d. Name the file and save it to a location on your computer that you can access later.
- e. Use the  back button to go back to the main page and then the Files tab. DO NOT CLOSE THE FILE USING THE  OR YOU WILL CLOSE YOUR BROWSER.

2. Prepare the following file off-line.

- a. **Application Cover Sheet in PDF format** – Completed, printed, signed and scanned into a new PDF document.

3. See pages 8 and 9 of the Grant Manual for Required Application Information.

Hint: Required Application Information can be prepared in a Word document and then copied and pasted into the on-line application.

4. When the Required Application Information, Budget and signed Application Cover Sheet are complete, use the following steps to submit the application on-line:

- a. Return to the AGRPC solicitation web page at:

<https://tinyurl.com/AGRPC-2018>

- b. lick on the “Apply” button.

The screenshot shows the eCIVIS Arizona Sub Recipient Portal for the Arizona Grain Research and Promotion Council - FY19. A red arrow points to the 'Apply' button. The portal includes a navigation bar with 'Home' and a 'Summary' section with the following details:

Overview	Eligibility	Financial	Contact	Files
ID:	AGRPC19-1			
Title:	Arizona Grain Research and Promotion Council - FY19			
Application Start Date:	05/25/2018			
Application End Date:	08/13/2018			
CFDA:	N/A			
Reference URL:	https://agriculture.az.gov/grants			

Summary:

AGRPC Grant Program

The Arizona Grain Research and Promotion Council (AGRPC) has established a Grant program to assist Arizona grain producers in identifying solutions to production issues. All research findings, abstracts, and reports resulting from funds awarded through this grant process shall be made available to Arizona grain producers through the AGRPC. The AGRPC is exempt from the provisions of Title 41, Chapter 24, Arizona Revised Statutes, relating to grants pursuant to A.R.S. § 41-2706(B)(6) and instead awards grants according to the competitive grant solicitation requirements of A.A.C. R3-9-205.

* eCivis Inc. is not responsible or liable for user-generated content.

- c. Either login to the eCivis “Portal” with an existing account and **skip to Step h.** or click on the “Create an account” button.

The screenshot shows the eCIVIS Welcome to the Portal page. A red arrow points to the 'Create an account' button. The page includes a login section with the following text:

Welcome to the Portal

This service provided by eCivis makes it possible for interested parties to save, collaborate, and apply for solicitations. Login, or create a free account to start.

Login

Password (Minimum 8 chars, alphanumeric with symbols)

Portal Login or eCivis Login

Do not have an account?

Create an account

eCivis Grants Network user? Use your existing login above and the eCivis Login button.

© 2016 All rights reserved. eCivis, Inc. Privacy Policy and Terms of Service

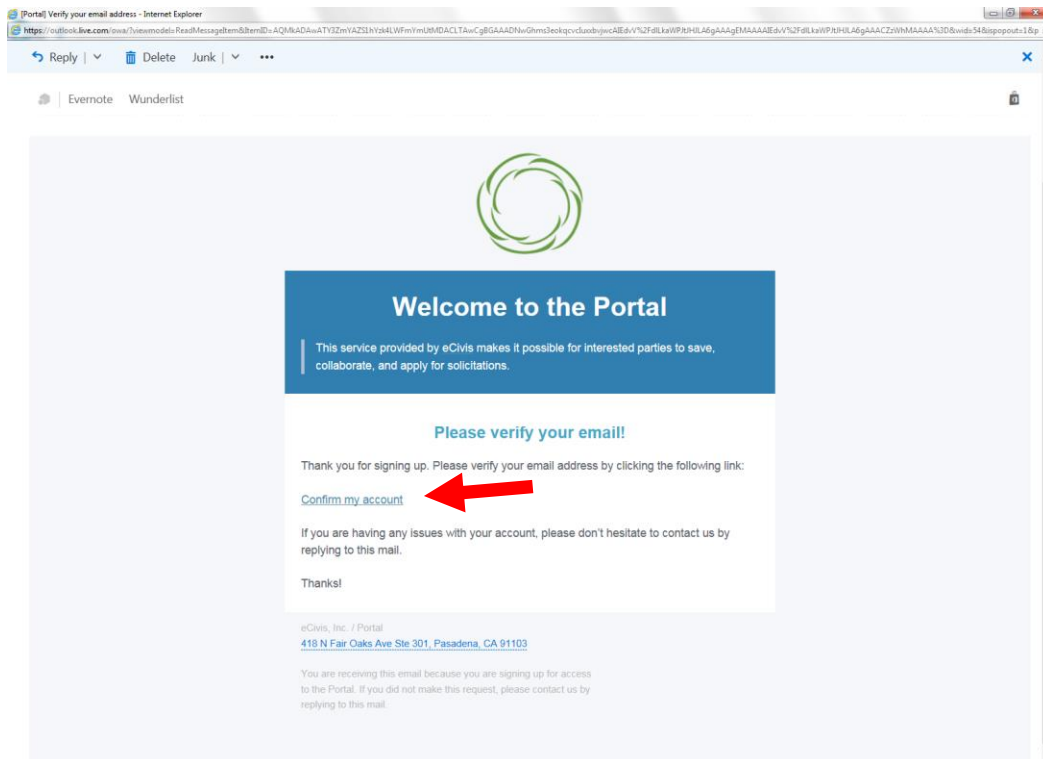
- d. Enter the appropriate information for a new account signup. Note: The “Passphrase” (password) must rate as “strong” or “perfect” or the system will not allow a “Signup”.

The screenshot shows a web browser window with the URL <https://portal.ecivis.com/#register>. The page is titled "New Account Signup" and includes a welcome message: "Welcome to the grant application portal. This free service provided by eCivis allows grant seeking applicants the ability to save, collaborate". Below the message are four input fields: "First Name", "Last Name", "Email Address", and "Passphrase". The "Passphrase" field has a red "Weak" indicator. A blue "Sign Up" button is positioned below the fields, and a "Back to Login" link is located below the button. At the bottom of the page, a copyright notice reads: "© 2016 All rights reserved. eCivis, Inc. Privacy Policy and Terms of Service".

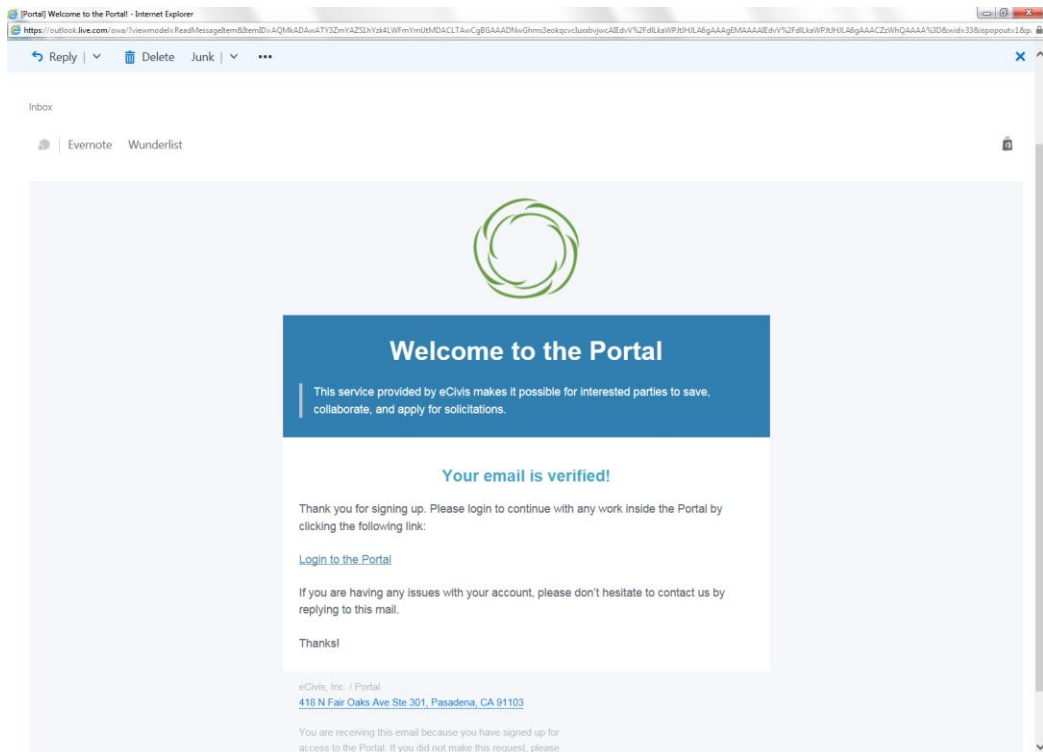
- e. You will receive a message to confirm your e-mail address via an e-mail message sent to you.

The screenshot shows a web browser window with the URL <https://portal.ecivis.com/#registered>. The page features the eCivis logo (a green circular icon) and the heading "Welcome to the Portal". Below the heading, a message states: "This service provided by eCivis makes it possible for applicants to save, collaborate, and apply to solicitations." On the right side of the page, a white box contains a congratulatory message: "Congratulations, you have successfully created your account!". Below this, it instructs the user to "Check your email for a verification link to confirm your account and continue applying for the grant you were viewing. If you do not receive an email within an hour please contact support@ecivis.com." A "Back to Login" link is provided at the bottom of this box. At the bottom of the page, a copyright notice reads: "© 2016 All rights reserved. eCivis, Inc." and a link to "Privacy Policy and Terms of Service" is visible.

- f. Confirm your account by clicking on the link provided in your e-mail message.

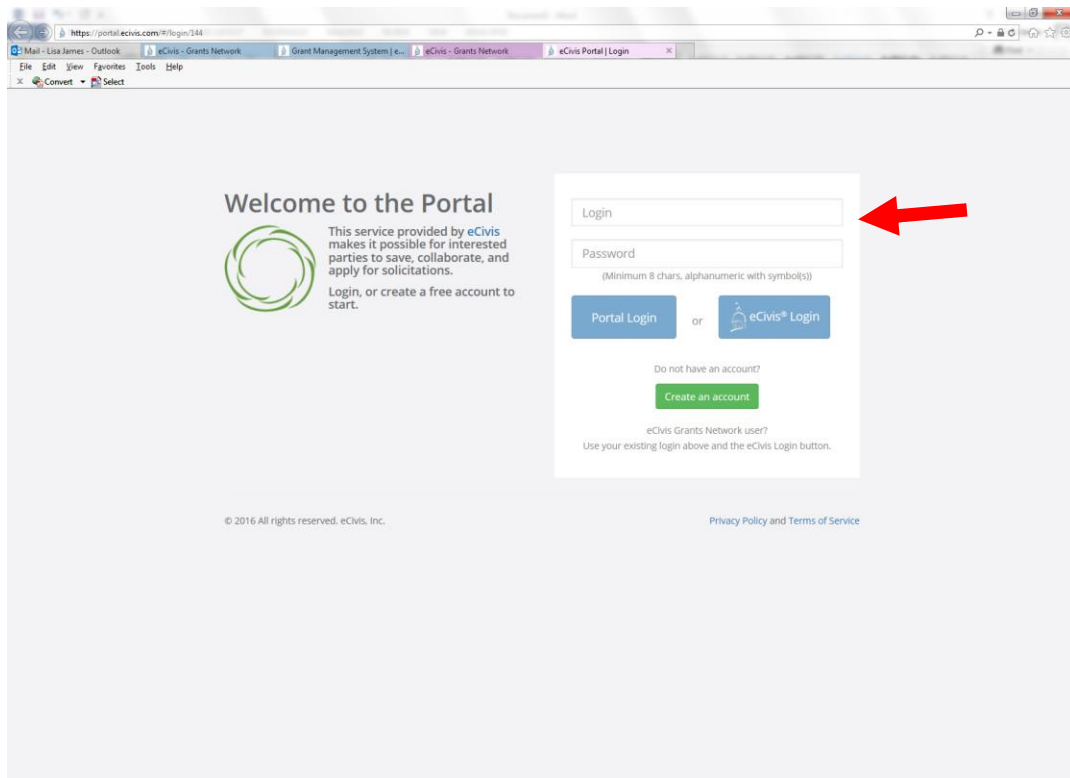



- g. You will receive a second e-mail message confirmation that your e-mail is verified. You can login to the Portal from here or return to the Portal login screen in your browser.

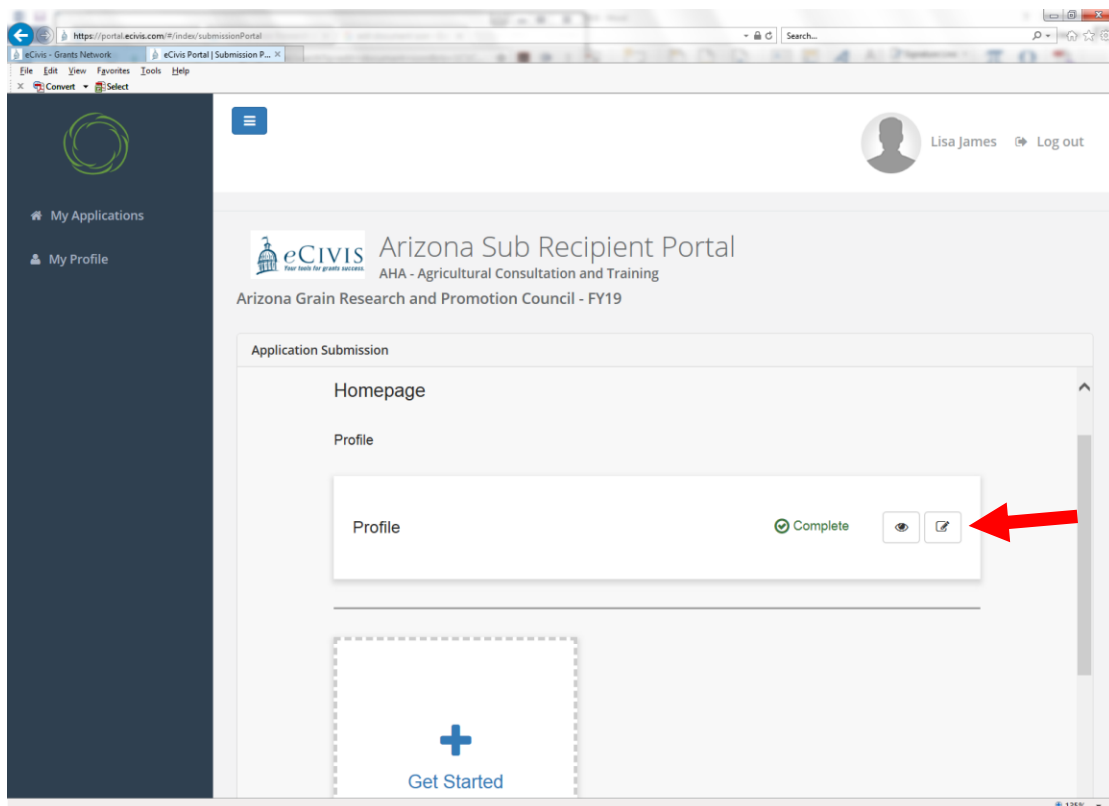


<http://agriculture.az.gov>

- h. Login to the “Portal” with your login and password.



- i. Click on  to update your profile information if necessary.



<http://agriculture.az.gov>

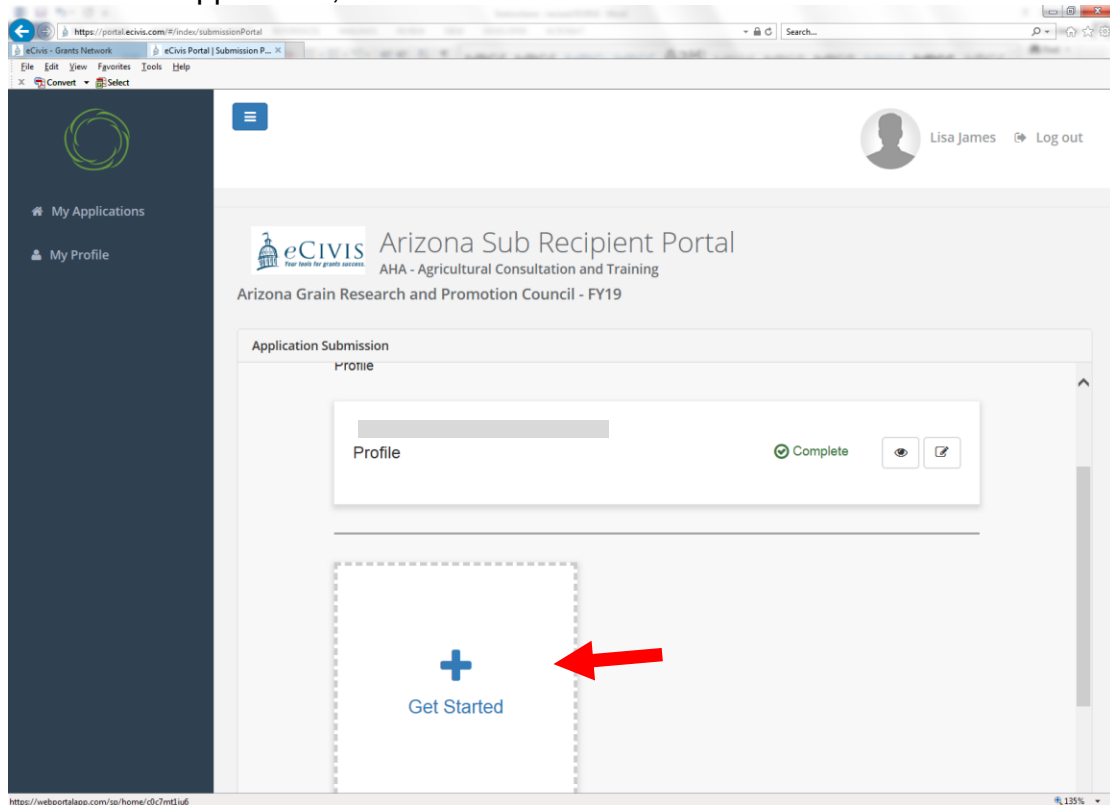
- j. Enter the appropriate information on the “Profile Input” page and click on “Update Profile” or “Save” at the bottom of the page.

The screenshot shows a web browser window with the URL <https://portal.ecivis.com/#/index/submissionPortal>. The page is titled "eCivis Arizona Sub Recipient Portal" and includes the text "AHA - Agricultural Consultation and Training" and "Arizona Grain Research and Promotion Council - FY19". The user is logged in as "Lisa James" with a "Logout" link. The left sidebar contains "My Applications" and "My Profile". The main content area shows the "Application Submission" section with a breadcrumb "Homepage > Profile Input". Below this is the "Applicant Information" form with fields for "First name" (filled with "Lisa"), "Last name" (filled with "James"), and "Email" (filled with "ljames@azda.gov"). At the bottom of the page, there is a copyright notice: "Copyright © 2018 eCivis, Inc. All rights reserved." and a "Portal" label.

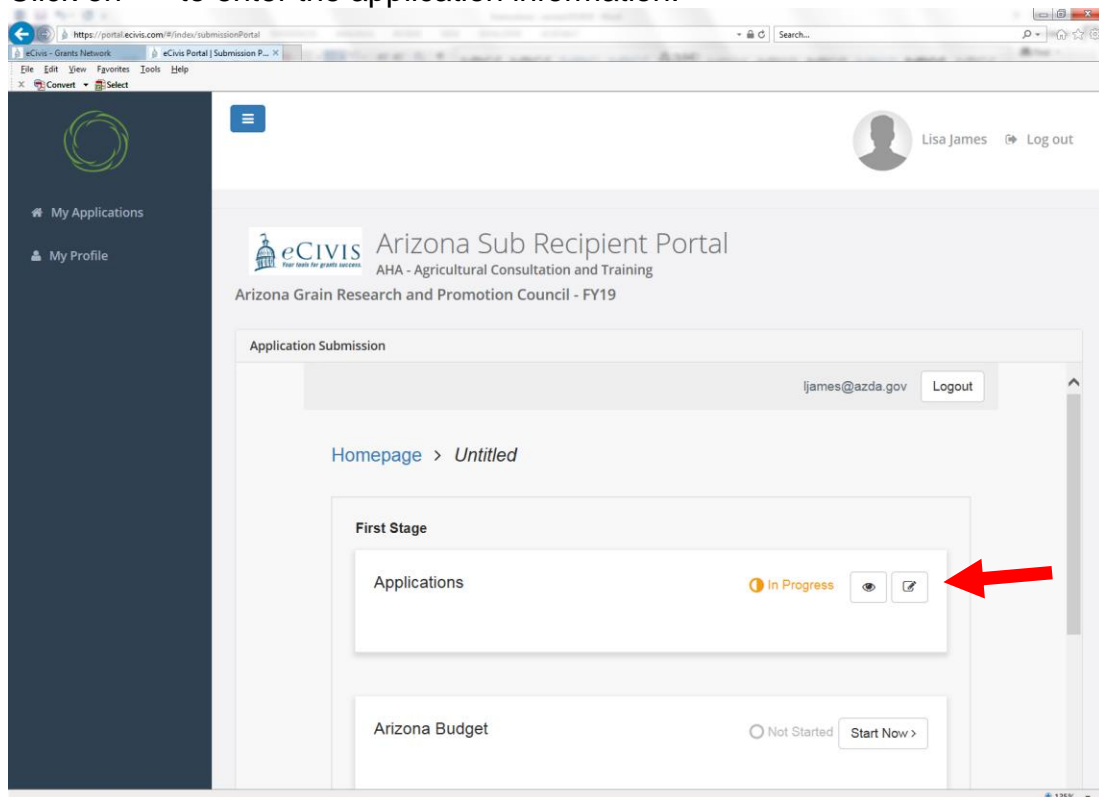
- k. Confirm that the “Profile” step is checked as “Complete”.

The screenshot shows the same web browser window as the previous one, but the main content area now displays a list of steps under the "Application Submission" section. The steps are "Homepage" and "Profile". The "Profile" step is marked as "Complete" with a green checkmark icon. A red arrow points to the "Complete" status. Below the list of steps is a dashed box containing a blue plus sign and the text "Get Started". The footer of the page shows the URL <http://agriculture.az.gov> and a zoom level of 125%.

- l. To start the application, click in the “Get Started” box.



- m. Click on  to enter the application information.



- n. Enter all “required” information indicated with an asterisk. **Please see page 8 of the Grant Manual.**

The screenshot shows the eCIVIS Arizona Sub Recipient Portal. The user is logged in as Lisa James. The page title is "Arizona Sub Recipient Portal" with the subtitle "AHA - Agricultural Consultation and Training" and "Arizona Grain Research and Promotion Council - FY19". The breadcrumb trail is "Homepage > Untitled > Applications Input". The form section is titled "Application Submission". The first field is "1. Application/Project Title *" with a red arrow pointing to it. The second field is "2. Program/Project Congressional District (check all that apply) *". Below this field, there is a link: "To locate the Arizona congressional districts impacted by your project click on the link below: <http://congressional-district.insidegov.com/did/Arizona>". There are eight checkboxes labeled 1 through 8.

- o. Click on “Save Draft” to return to the application at a later time.

The screenshot shows the eCIVIS Arizona Sub Recipient Portal. The user is logged in as Lisa James. The page title is "Arizona Sub Recipient Portal" with the subtitle "AHA - Agricultural Consultation and Training" and "Arizona Grain Research and Promotion Council - FY19". The breadcrumb trail is "Homepage > Untitled > Applications Input". The form section is titled "Application Submission". There is a large text area for the application. Below the text area, it says "Please see page 8 of the Grant Manual for instructions." The next section is "Signed Application Cover Sheet *". Below this, it says "Please upload a signed Application Cover Sheet for the project." There is a "Select a file" button and a file input field. At the bottom right of the form, there are two buttons: "Save Draft" and "Save". A red arrow points to the "Save Draft" button.

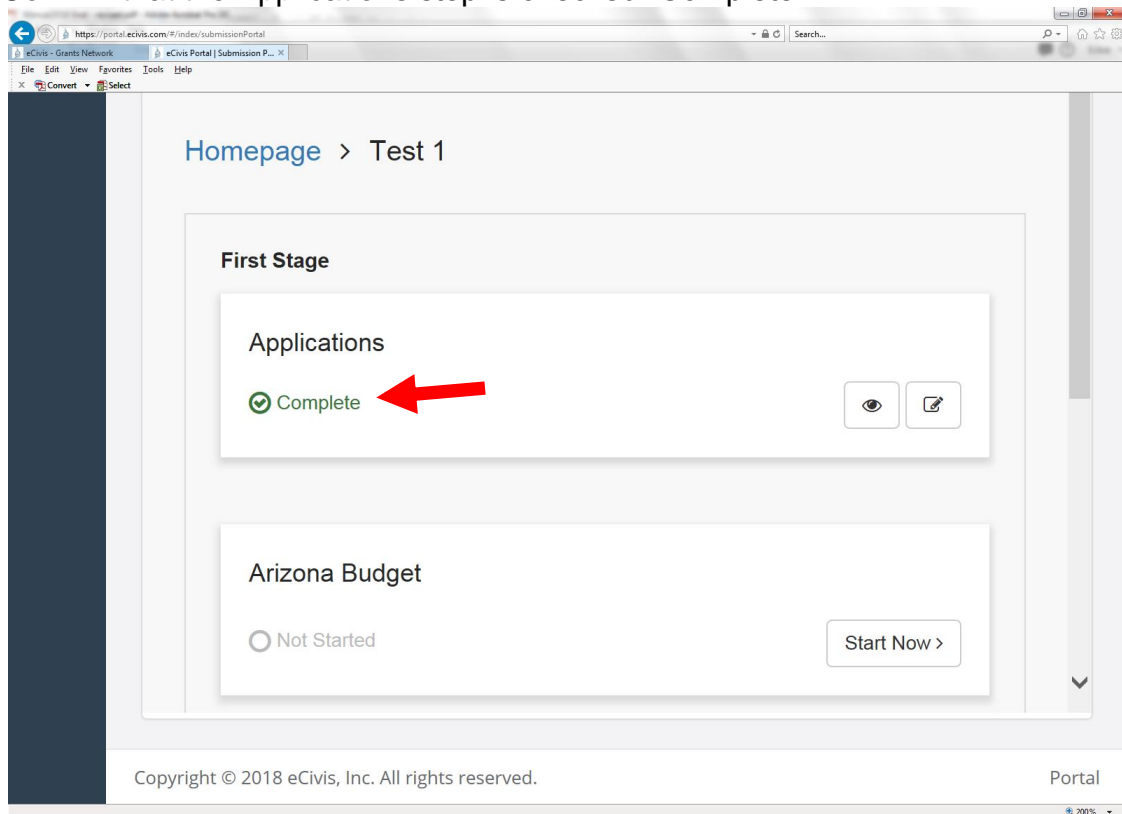
- p. Click “+ Select a file” to upload the completed and signed Application Cover Sheet.

The screenshot shows a web browser window with the URL <https://portal.ecivis.com/#/index/submissionPortal>. The page has a dark blue sidebar on the left with a 'Convert' button. The main content area has a light gray background. At the top, there is a large empty rectangular box. Below it, the text 'Please see page 8 of the Grant Manual for Instructions.' is displayed. The section is titled 'Signed Application Cover Sheet *' in bold. Below the title, it says 'Please upload a signed Application Cover Sheet for the project.' There is a button labeled '+ Select a file' with a red arrow pointing to it. To the right of this button is a question mark icon. Below the button is a horizontal line. At the bottom right of the main content area, there are two buttons: 'Save Draft' and 'Save'. The footer of the page says 'POWERED BY wizehive'.

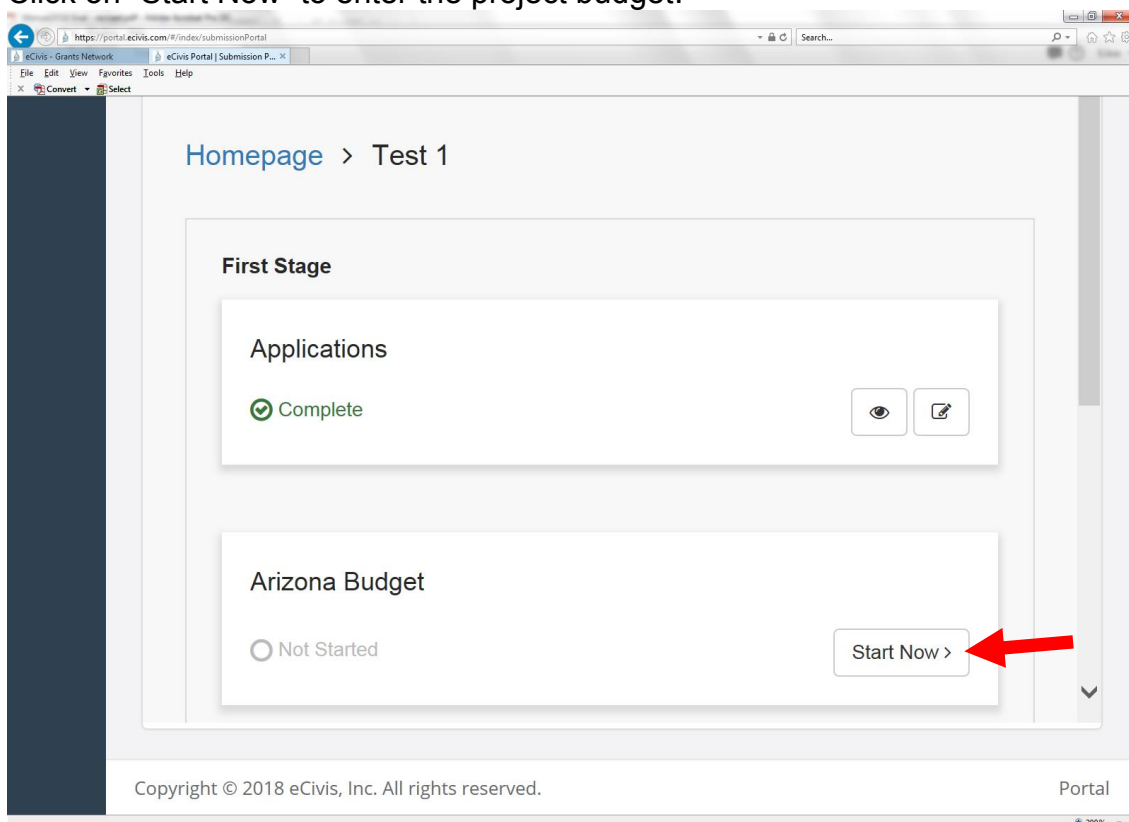
- q. When all required fields are completed, click on “Save”.

This screenshot shows the same eCivis Submission Portal interface as the previous one, but now a file has been uploaded. The file name 'Application Cover Sheet - fillable.pdf' is displayed next to the '+ Select a file' button, with a trash icon to its right. The 'Save' button at the bottom right is now highlighted with a red arrow pointing to it. The rest of the page layout, including the sidebar, header, and footer, remains the same.

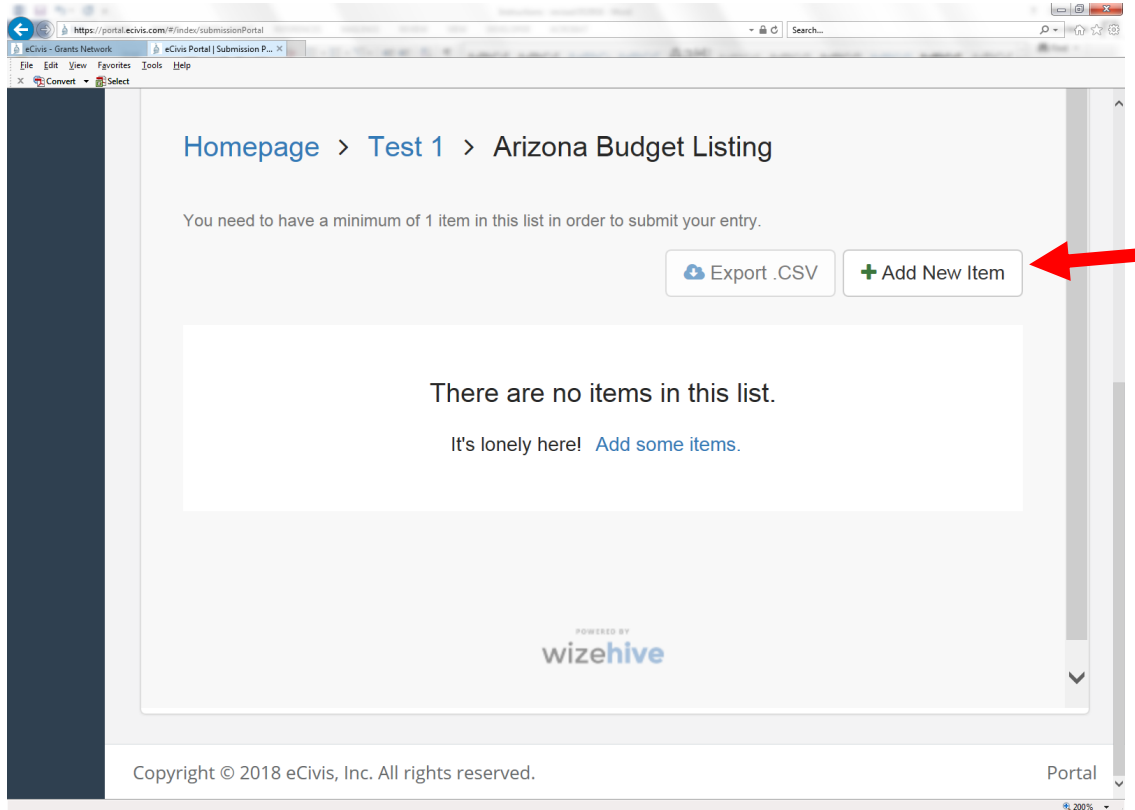
- r. Confirm that the Applications step is checked “Complete”.



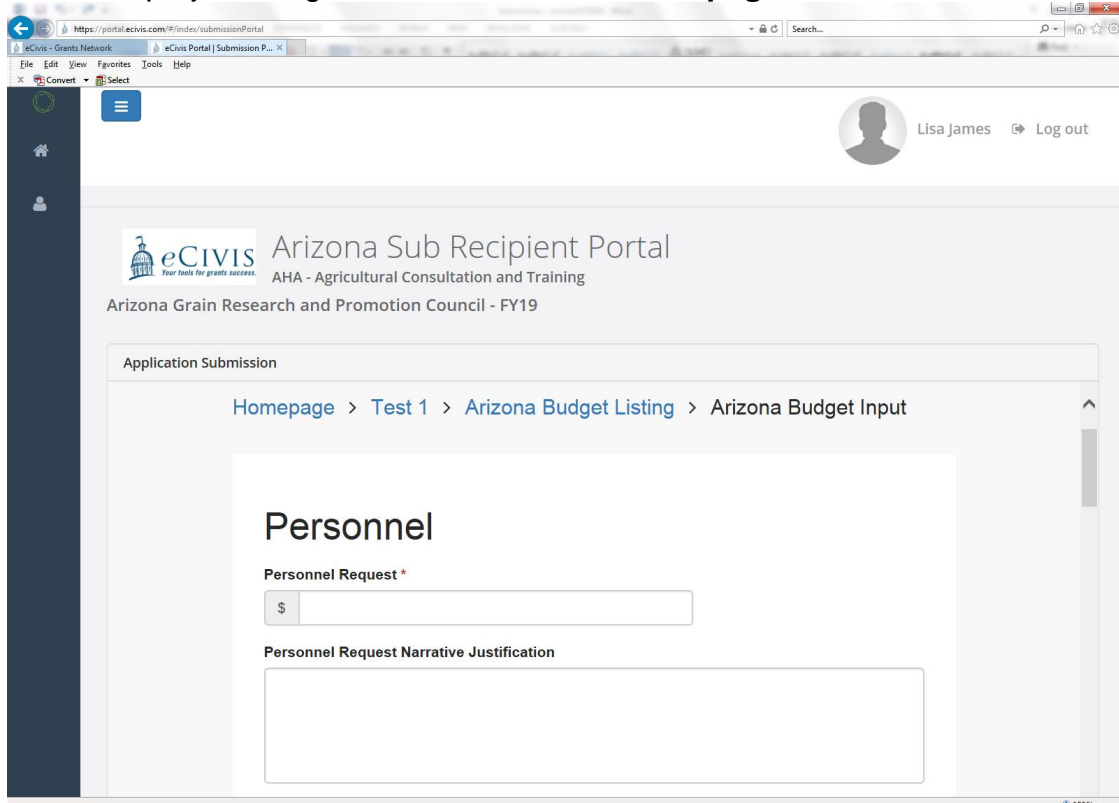
- s. Click on “Start Now” to enter the project budget.



t. Click on “+ Add New Item”.



u. Enter the project budget information. **Please see page 9 of the Grant Manual.**



- v. Click on “Save Draft” to return to the budget at a later time or click on “Save” if all required information is complete.

https://portal.ecivis.com/#/index/submissionPortal

eCivis - Grants Network

File Edit View Favorites Tools Help

Convert Select

Your tools for grants success.

AHA - Agricultural Consultation and Training

Arizona Grain Research and Promotion Council - FY19

Application Submission

Other Request Narrative Justification

Total Direct Charges

Submission Date

Delete Save Draft Save

Copyright © 2018 eCivis, Inc. All rights reserved. Portal

https://webportalapp.com/sp/task_item_has_many_input/cdc7mt1u6/2?path=6077137-6077586

- w. Confirm that the Budget item is checked “Complete”.

https://portal.ecivis.com/#/index/submissionPortal

eCivis - Grants Network

File Edit View Favorites Tools Help

Convert Select

Arizona Sub Recipient Portal

AHA - Agricultural Consultation and Training

Arizona Grain Research and Promotion Council - FY19

Application Submission

lames@azda.gov Logout

Homepage > Test 1 > Arizona Budget Listing

You need to have a minimum of 1 item in this list in order to submit your entry.

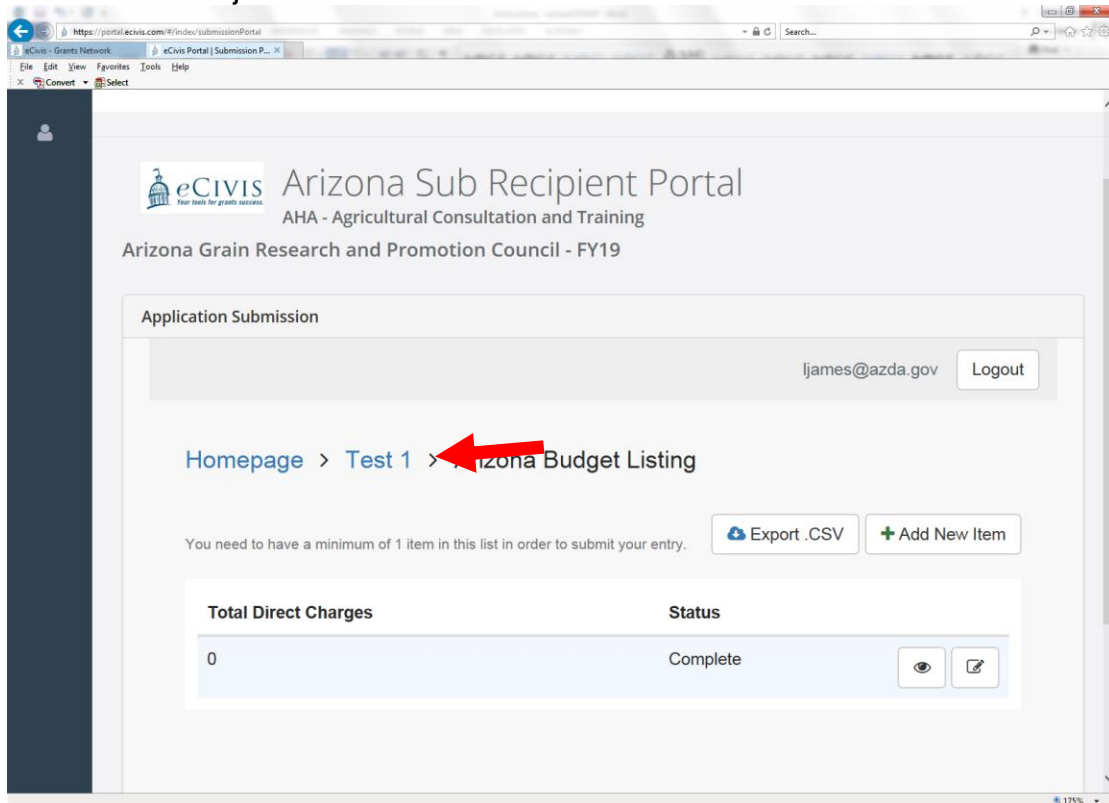
Export .CSV Add New Item

Total Direct Charges	Status
0	Complete

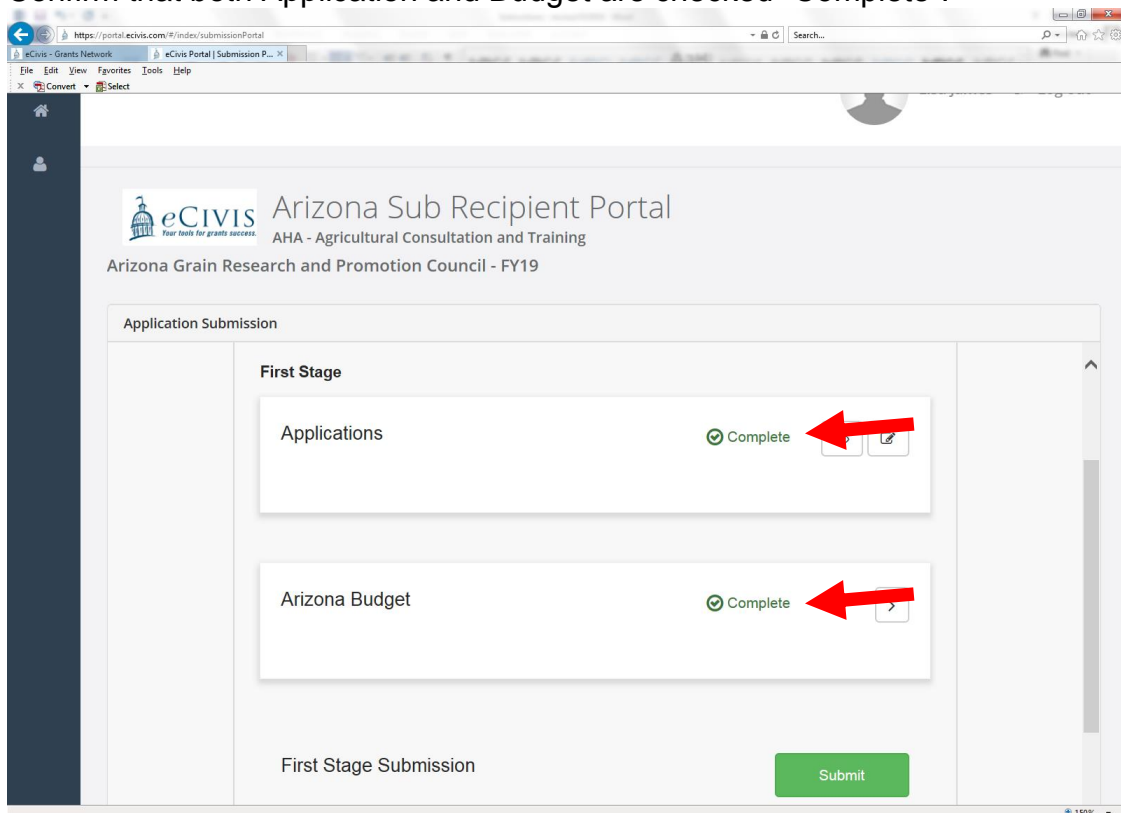
175%

<http://agriculture.az.gov>

- x. Click on the Project Title link to return.



- y. Confirm that both Application and Budget are checked "Complete".



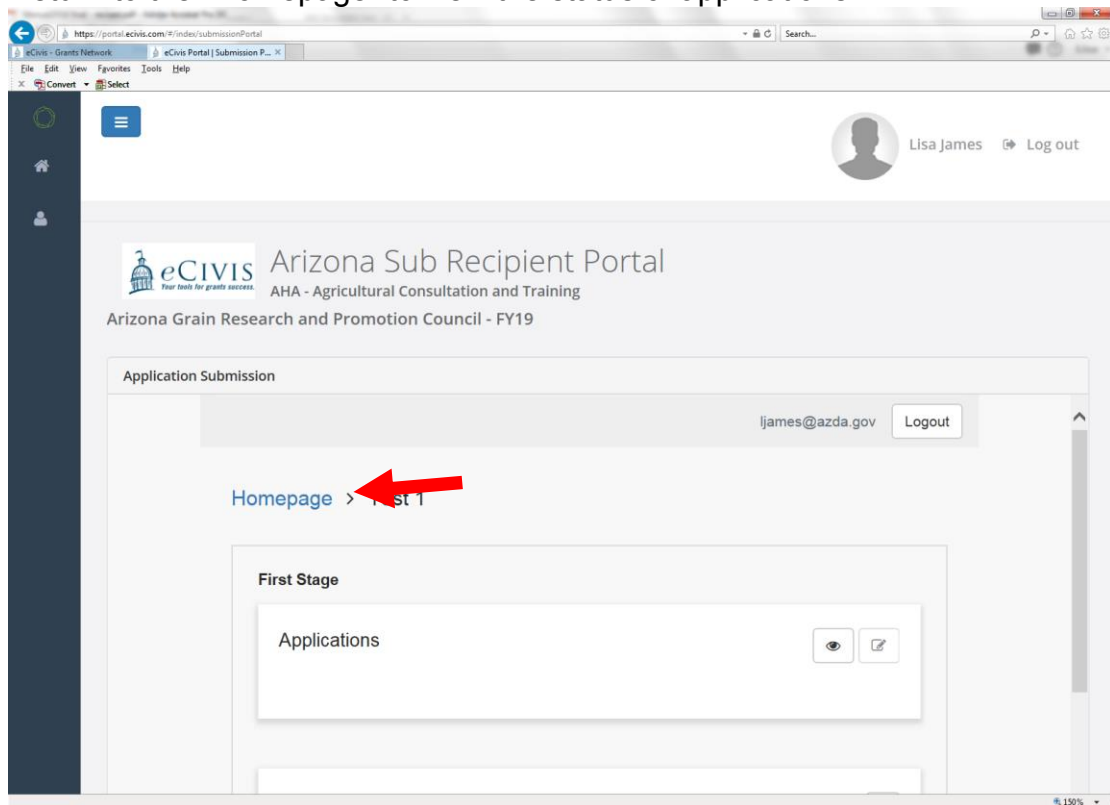
- z. Click on “Submit”. **The Application must be submitted prior to 5:00 p.m. (MST) on August 13, 2018.**

The screenshot shows the eCIVIS Arizona Sub Recipient Portal. The header includes the eCIVIS logo and the text "Arizona Sub Recipient Portal", "AHA - Agricultural Consultation and Training", and "Arizona Grain Research and Promotion Council - FY19". The main content area is titled "Application Submission" and contains a "First Stage" section. This section has two sub-sections: "Applications" and "Arizona Budget". Both are marked as "Complete" with a green checkmark icon. Below these is a "First Stage Submission" section. At the bottom right of this section is a green "Submit" button, which is pointed to by a red arrow.

- aa. Confirm that the application was successfully submitted. You will also receive an e-mail confirmation. If you DO NOT receive an e-mail confirmation please contact the AGRPC Administrator, see Grant Manual.

This screenshot shows the same eCIVIS Arizona Sub Recipient Portal after the application has been submitted. The "First Stage Submission" section now displays a green message box that says "✓ This has been submitted." and "Congratulations! Your application has been successfully submitted." A red arrow points to this message box. The "Applications" and "Arizona Budget" sections remain marked as "Complete".

bb. Return to the “Homepage” to view the status of applications.



cc. To complete another application click the “+ Add Another” box and follow steps I. through aa.

